**7Proposal & Contract REVIEW Report  
2021-1**

**Document Title:**

**Reviewers:**

**Date of Review:**

|  | **Proposal 1** | | | **Proposal 2** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **CHECKLIST Element** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** |
| **O3. Formal aspects of the relationship between the customer and the software firm have been specified.** | | | |  |  |  |
| 3.6 procedures for handling customer change requests during development and maintenance stages, including method of costing introduction of changes | Yes | 48 | All procedures for dealing with customer change during the aforementioned stages were clarified on page 48, but the cost of financial changes was not clarified. | NO | 12 | However, no procedures have been put in place regarding handling customer requests, only bug fixes. |
| 3.7 Criteria for project completion, method of approval, and acceptance | No | None | The criteria and the method of approval or rejection must be specified in the proposal on page 50. | Yes | 13 | The criteria for completing the project are on page 13 but the approve or reject process is missing. |
| 3.8 Procedures for handling customer complaints and  problems detected after acceptance, including  non-conformity to specifications detected after the warranty period. | No | None | Methods for dealing with problems should be written after project acceptance and customer complaints. | No | None | Methods for dealing with problems should be written after project acceptance and customer complaints. |
| 3.9 Conditions for getting bonuses for earlier project  completion and penalties for delays. | No | None | Conditions for receiving bonuses and penalties for delay should be written on page 50. | No | None | Conditions for rewards and penalties should be written on page 12. |
| 3.10 Conditions to be complied with, including financial  arrangements if part of or the entire project is canceled or temporarily hated upon the customer's  initiative. (issues include the expected damages to  the firm if such actions are taken at various stages of  the project.) | No | None | The terms to be adhered to are incomplete, the arrangements for canceling parts of the project and foreseeable damages to the company are missing, but there are some financial agreements on page 50. | Yes | 11&12 | The terms of arrangements for canceling parts of the project and foreseeable damages to the company are missing, but the terms of delivery are there. |
| 3.11 Service provision conditions during the warranty period. | No | None | The conditions for providing the service during the warranty period must be specified on page 50. | No | None | Terms of service provision warranty must be written in the development of the proposal. |
| 3.12 Software maintenance services and conditions,  including customers’ obligation to update his  a version of the software as per the supplier's demands. | No | None | Software maintenance conditions must be defined and updated to ensure company policy. | No | None | Conditions for software maintenance and updates must be specified. |

|  | **Proposal 1** | | | **Proposal 2** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **CHECKLIST Element** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** |
| **O4.** **Identification of development risks.** | | | |  |  |  |
| 4.1 Risks are software modules or parts that require the substantial acquisition of new professional capabilities. | No | None | Units are defined on page 48, but the conditions for avoiding risks are not specified. | NO | None | Risk conditions for software modules and parts that require professional acquisition for proposal development should be written and defined. |
| 4.2 Risks re possibility of not obtaining needed  hardware and software components according to schedule. | No | None | The timetable for returning the risks of not obtaining the devices must be determined, and appropriate conditions must be set for this. | No | None | The timetable for returning the risks of not obtaining the devices must be determined, and appropriate conditions must be set for this. |

|  | **Proposal 1** | | | **Proposal 2** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **CHECKLIST Element** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** |
| **O5.** **Adequate estimation of resources and timetable.** | | | |  |  |  |
| 5.1 Man-days required for each project phase and their  cost Do the estimates include spare resources to  cover for corrections following design reviews, tests,  and so forth? | No | None | Workdays should be specified for each stage of the project in the planning process. | No | None | Workdays should be specified for each stage of the project in the planning process. |
| 5.2 Do the estimates of man-days include the required  work to prepare the required documentation,  especially the documentation to be delivered to the Customer? | No | None | Business days should be specified to not delay the required documents and avoid penalties for the company. | No | None | Business days should be specified to not delay the required documents and avoid penalties for the company. |
| 5.3 Manpower resources needed to fulfill warranty  obligations and their cost. | Yes | 50 | Obligations and their cost are identified. | Yes | 12 | Obligations and their cost are identified. |
| 5.4 Does the project schedule include the time required for  reviews, tests, etc. and making the required  corrections?  The professional pool of knowledge. | No | None | The schedule of times required for the project has not been determined, so it will affect the times of review and tests. | No | None | The schedule of times required for the project has not been determined, so it will affect the times of review and tests. |

|  | **Proposal 1** | | | **Proposal 2** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **CHECKLIST Element** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** |
| **O6. Examination of the firm’s capacity to perform the project** | | | |  |  |  |
| 6.1 Professional pool of knowledge. | Yes | 3 | The knowledge complex is mentioned in the proposal. | No | 2 | It ought to be extra detailed. |
| 6.2 Availability of specialized staff (on schedule and in the required numbers). | No | None | The required numbers must be specified in the table regarding the availability of specialized cadres. | No | None | The required numbers must be specified in the table regarding the availability of specialized cadres. |
| 6.3 Availability of computer resources and other development (including testing) facilities (on schedule and in the required numbers). | No | 18 | The detailed computer resources, development and testing facilities, and required paperwork were not provided on time. | No | 13 | Availability of resources should be more detailed, specifying the test and numbers required on schedule. |
| 6.4 ability to cope with the customer requirements demanding the use of special development tools or software development standards. | No | 50 | Capabilities of handling customer requests that require the use of special tools should be written. | Yes | 13 | Some details about his ability to handle customer requests. |
| 6.5 Warranty and long-term software maintenance  service obligations. | No | None | None of the service obligations such as warranty and long-term maintenance were mentioned, and this could affect the company after delivery. | Yes | 12 | Warranty service obligations are listed on page 12. |
| **O7. Examination of customers capacity to fulfill their commitments** | | | |  |  |  |
| 7.1 Financial capability, including contract payments and additional internal investments. | Yes | 26&46&  50 | Financial capacity and contract payments are mentioned on page 50, and investments on page 26. | Yes | 12 | Financial capabilities and contract payments are mentioned on page 12, but investments on the page are missing. |
| 7.2 Supply of all the facilities, data, and responses to staff queries as they arise. | Yes | 18&28 | Data and responses to employee inquiries have been provided, but we need many details for the facilities. | No | 12 | All statements and responses to employee inquiries must be written in a detailed and clear manner. |

* In this task, meetings were held between team members, which were divided into three meetings on different dates:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date** | **Day** | **description** |
| The first meeting | 11/15/2021 | Monday | The discussion included the division of work among the team as follows (Sarah: the first 20 points, Alaa: the second 20 points, Ahmed: the last points). |
| The second meeting | 11/20/2021 | Saturday | It included discussions among team members about some points that were not understood in the proposed project (Suggestion 1 - Proposal 2) and what was accomplished in the project, and identifying some mistakes in the team's points. |
| The third meeting | 11/25/2021 | Thursday | It included a solution and discussion of some points for each proposal and made sure that the errors identified in the second meeting were corrected and that there were no other errors. |

**Final report**

* The requirements were by another name in the first proposal and did not contain the appropriate criteria in the first and second proposals, and the requirements were not mentioned in the language of the system.
* We were unable to assess if the quality of the alternative approaches for carrying out the project has been investigated because the bulk of the Alternative approaches for carrying out the project themes are not applicable relevant in both proposals.
* The formal components of the customer-firm relationship should be specified and clarified; both proposals failed to do so, which is unacceptable.
* The formal relations between the company and the customer are not clarified in both proposals, and this affects both parties.
* The risks are not identified in both proposals and this affects the quality of the project and the cost and time.

Both proposals did not contain the timetable.

* The ability of the company to perform the project was determined in a very simple way, but more details should be specified for both proposals.
* Detailed customer capacity is not specified in both proposals.
* No proprietary rights are protected in terms of using other software or data.
* All terms of the obligations of the customers and the company and the method of payment are specified in the draft contract.